



# 2019 HALLMARK AWARDS OFFICIAL APPLICATION

**ALL ENTRIES ARE CONFIDENTIAL.** Please complete and sign the application below and return to CFCAR by **Monday, April 1, 2019** to be considered as an applicant for the 2019 CFCAR Annual Hallmark Awards for business completed in 2018. Please note that submitting an application requires attendance at the Hallmark Awards Luncheon on Tuesday, April 24<sup>th</sup> at the Marriott Hotel, Lake Mary. If you are unable to attend, please be prepared to send a representative on your behalf.

***Be sure to put your name & designations as you wish it to appear on your award!***

**NAME:** \_\_\_\_\_ **COMPANY:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**DESIGNATION IF ANY:** \_\_\_\_\_ **COUNTY WHERE YOUR OFFICE IS LOCATED:** \_\_\_\_\_

**NUMBER OR YEARS IN COMMERCIAL REAL ESTATE BROKERAGE** \_\_\_\_\_

<u>CATEGORY</u>		<u>VOLUME</u>
Investment	(ENTER TOTAL FROM TRANSACTION SUMMARY SHEET)	\$ _____
Retail	(ENTER TOTAL FROM TRANSACTION SUMMARY SHEET)	\$ _____
Office	(ENTER TOTAL FROM TRANSACTION SUMMARY SHEET)	\$ _____
Industrial	(ENTER TOTAL FROM TRANSACTION SUMMARY SHEET)	\$ _____
Land	(ENTER TOTAL FROM TRANSACTION SUMMARY SHEET)	\$ _____
<b>Total</b>	<b>(TOTAL DOWN FROM ALL CATEGORIES)</b>	<b>\$ _____</b>

I hereby confirm that I have read the Rules & Calculations Methodology of the Hallmark Awards of the Central Florida Commercial Association of REALTORS® and I am currently a member and hereby make application for consideration. I represent that from **January 1, 2018 to December 31, 2018**, I personally participated in the real estate transactions described on the attached form totaling the sum above.

**NOTICE TO REAL ESTATE BROKER:**

As applicant's Broker, I affirm that I have read the Rules and Calculations Methodology of the Central Florida Commercial Association of REALTORS® Hallmark Awards and have read and reviewed this application and represent that it is true and correct. Any intentional misrepresentation shall be automatic disqualification from receipt of any Awards.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Broker*

\_\_\_\_\_  
*Company*

\_\_\_\_\_  
*\*Signature of Broker*

\_\_\_\_\_  
*Previous Company*

Submit signed and completed application by email to [gina@fernmanagement.com](mailto:gina@fernmanagement.com)

# CFCAR HALLMARK AWARDS – 2019

## INSTRUCTIONS FOR SUMMARY, RULES & CALCULATION

### ALL ENTRIES ARE CONFIDENTIAL - DEADLINE APRIL 1, 2019

#### GENERAL REQUIREMENTS:

Enter your information only in the green shaded areas, everything will calculate automatically

1. Under the column marked ***Address of Property***, you must enter the street address of the property. You may only enter transactions in which you participated in and received a commission.
2. Under the column marked ***Verify Contact*** you must put your broker or an office administrator who upon being called could verify any or all of the transactions entered and verify your level of participation.
3. Under the column marked ***Phone*** you must put the best number to reach you for contact verification.
4. For every transaction you were involved with, you will put the total sales price of the entire transaction in the column marked ***Sale/Gross Lease***. However you can only receive credit for your portion of that sale called Hallmark Credit. Lease Volume is the Gross Lease amount for the initial term only. If lease allows for commission in the future upon renewal that volume can only be counted upon execution and payment of commission in the year it occurs. If lease option to purchase is only the sales amount in the year it occurs can be counted.
5. ***Hallmark Credit***. You will place in the column marked ***Applicant % of Transaction*** your % of involvement.  
**Example:** If you represented both sides of a sale or lease, your portion is **100%** and you would put this in the column under ***Applicant % of Transaction***. If you only represented one side, either listing or selling side, your portion would be 50% & if you partnered with another salesperson/broker representing one side of a transaction your portion would be 25% ***Once you enter the Total Sale/Gross Lease value and your Applicant % of Transaction, the Hallmark Credit will automatically be computed. However you must MANUALLY enter that computed amount in the column under the category it pertains to.***
6. ***Deal Count*** is automatically calculated for you.
7. ***The total for each category will be automatically totaled for you, YOU MUST ENTER THE TOTALS MANUALLY ON THE SPREADSHEET***
8. You must sign and have your broker sign the form and the application cover and summary of transactions must be submitted prior to the deadline by mail or can be scanned and emailed.
9. If your transactions exceed the spaces allowed contact CFCAR and an extended version will be sent to you.
10. ***Circle of Achievement Award:*** All members who submit their Hallmark Credit Volume that **exceeds \$3,000,000** will receive the Circle of Achievement Award.

For Awards below - see ***Specialty Award Nominations Form*** (Separate PDF form) for instructions required for application.

Realtor® of the Year  
Deal of the Year Award  
Community Service Award

Wilbur Strickland Award  
Affiliate of the Year Award